



PRMS

Natural Resources Conservation Service
Performance and Results Measurement System

PRMS *STORYBOARD*



October 1998



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INTRODUCTION

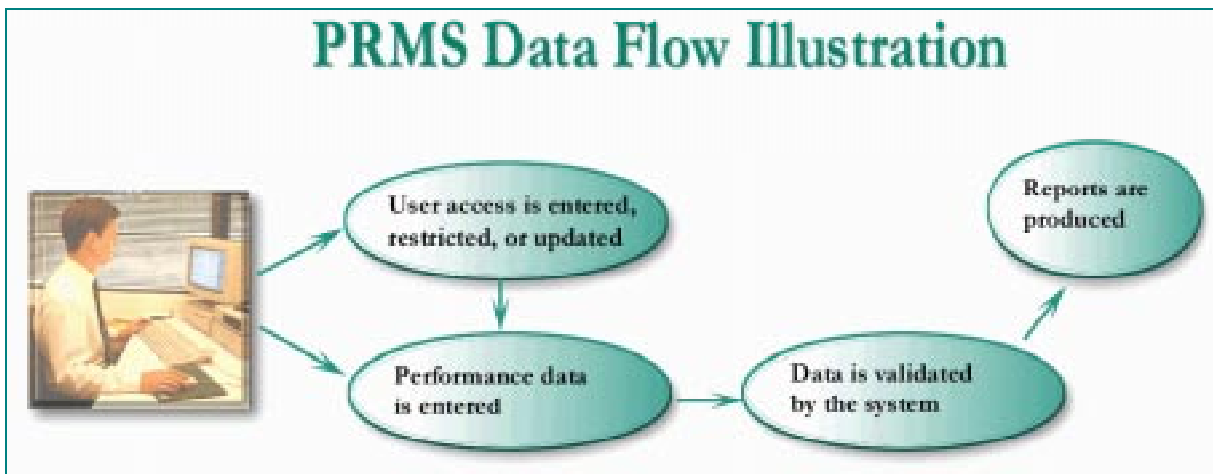
The Performance and Results Measurement System (PRMS) is a World Wide Web application that enables NRCS and its partners to capture and report accomplishments nationally, by state, county, HU code, and by congressional district (SWCD). The reports generated from PRMS will be used by NRCS management and strategic planners to monitor progress toward meeting the performance goals in the Agency strategic plan, and fulfilling the requirements of the Government Performance and Results Act (GPRA).

This information will also be useful for budget allocation, workload analysis, fund integrity, and workforce planning. The data also will enable state and local NRCS and its partners to view their progress, as well as progress across all parts of the country. Many reports will be available to the general public demonstrating the importance of conservation program delivery on the state of the land.

PRMS works by allowing users to:

- Manage user access
- Collect performance data
- Produce reports

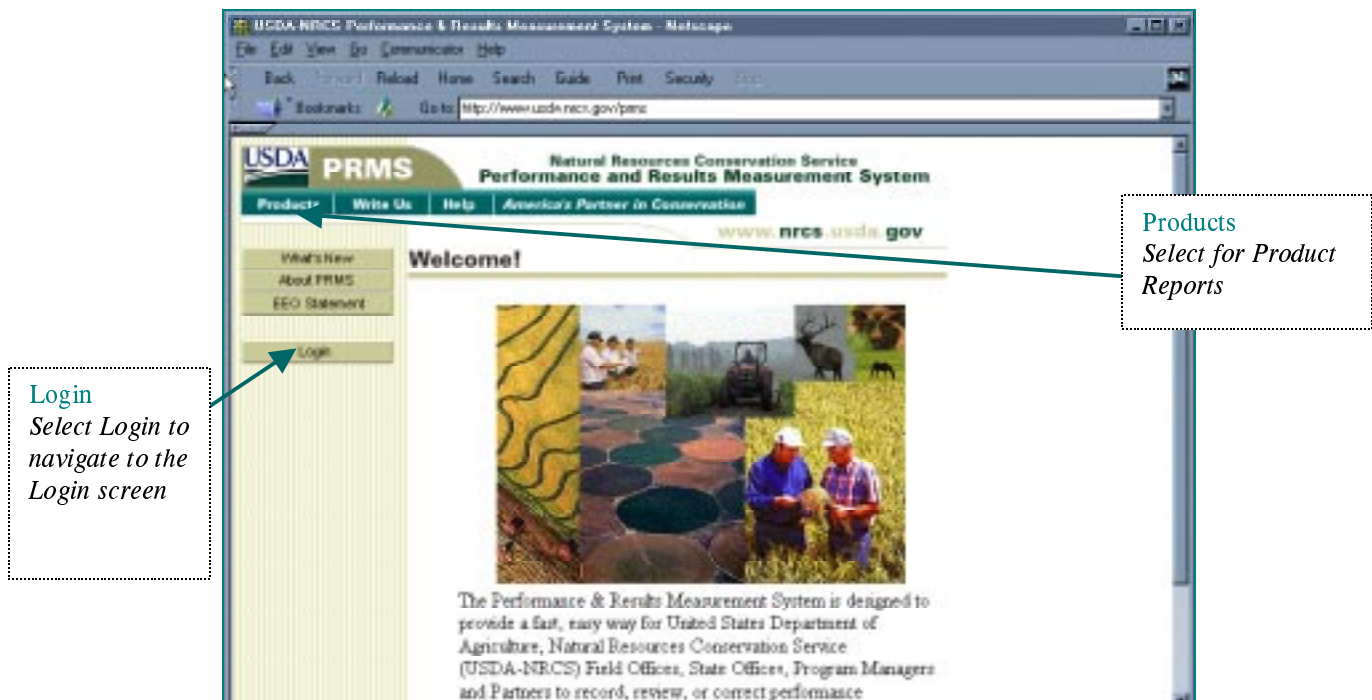
Below is an overview of the PRMS System and some of its components.





ENTERING THE PRMS HOME PAGE

Open the PRMS Home Page in an internet browser at <http://www.nrcs.usda.gov/prms>



The PRMS interface has a **menu bar** and a **tool bar**. Select options from the menu bar located in the left column under the tool bar, or select options from the tool bar located at the top of the screen for higher level functions.

The PRMS Home Page has the following topic buttons.

- ♦ *What's New* - provides information on new features or changes made to PRMS
- ♦ *About PRMS* - provides a general overview of PRMS
- ♦ *EEO Statement* - takes you to the USDA NRCS Equal Opportunity Statement
- ♦ *Login* - takes you to the login screen where you can enter your login and password

PRMS activities can be grouped into 3 categories:

- ♦ Account Management
- ♦ Data Entry
- ♦ Product Generation

To enter data and obtain access to secured NRCS reports, you need to obtain a login and password. Your local registrar or State PRMS Coordinator will set you up as a new user, and the system automatically will send you an e-mail containing your login and password.

If you have not received an e-mail, notify the registrar at your location, or go to the PRMS login prompt screen and click on **contact your State PRMS Coordinator**. A list of states will appear that will allow you to access the coordinator e-mail and phone number for your location. Contact the coordinator by phone or click their hyperlink e-mail address, and a browser window will appear that will allow you to send a request for a login and password.

Once you have received your password, you will need to change it the first time you log into PRMS.

If you are a PRMS coordinator and need to request more coordinators for your location, contact the NRCS Hotline at **1-888-311-1444**.

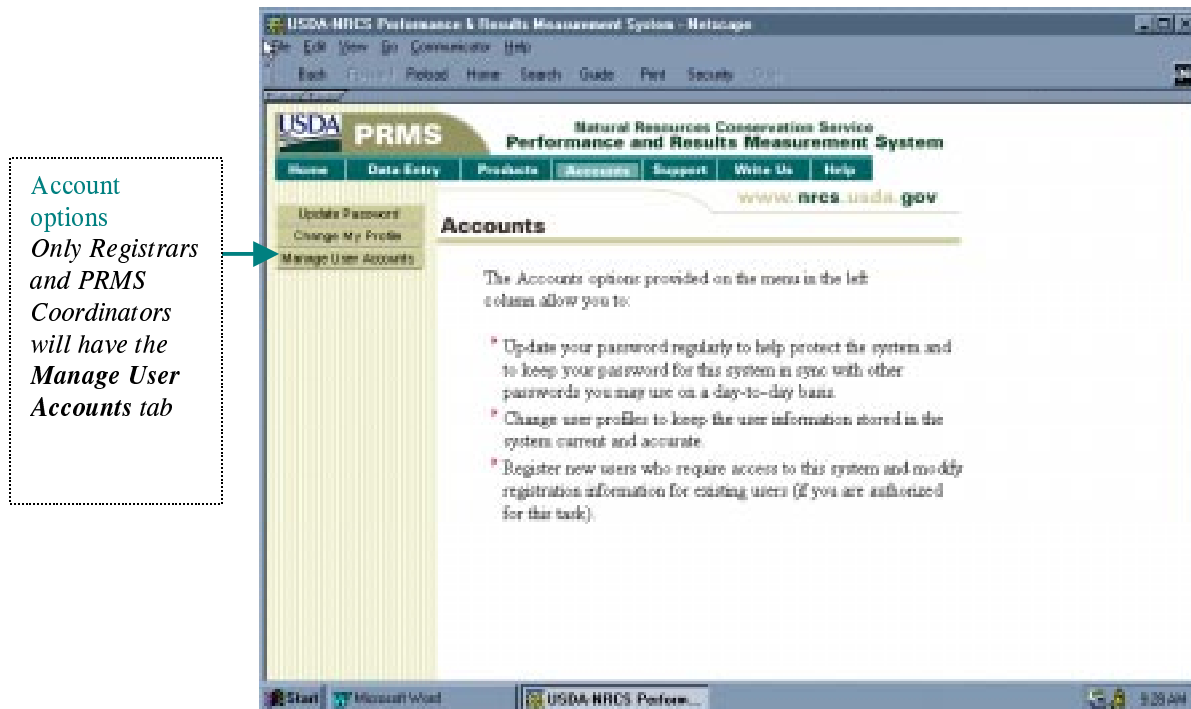
You are ready for setting up accounts





SETTING UP ACCOUNTS

Select the **Accounts** tab. The following screen is displayed.



There are 3 options under the Accounts tab. General users will have access to the first 2 options, while registrars and PRMS Coordinators will have access to all 3 options.

- **Update Password** - Update your user password regularly to help protect the system and to keep your password consistent with other passwords you may use often.
- **Change My Profile** - Change your user profile options for customized data entry screens and to keep your user information current.
- **Manage User Accounts** - Allows registrars and PRMS Coordinators to register new users who require access to this system, and modify registration information for existing users.

Updating your Password

Select **Update Password** to change an existing password. The following screen is displayed.

The screenshot shows the 'Update Password' page of the PRMS. The header includes the USDA logo, 'PRMS', and the full name 'Natural Resources Conservation Service Performance and Results Measurement System'. A navigation bar contains links for Home, Data Entry, Products, Accounts, Support, Write Us, and Help. The URL 'www.nrcs.usda.gov' is displayed. The main heading is 'Update Password'. Below it, instructions state: 'Enter your old password, then enter your new password and confirm it by entering it a second time. When you have finished, click **Submit**.' There are three input fields labeled 'Old Password', 'New Password', and 'Confirm New Password', each with a corresponding arrow pointing to it from a callout box. The callout box for the input fields contains the text: 'Update Password Enter your existing password, then type your new password and re-type to confirm'. Below the input fields is a 'Submit' button, with an arrow pointing to it from another callout box that says: 'Submit Select to save new password'.

Changing your password will provide system protection and allow you to have a common password with other application passwords. After changing your password, select **Submit** to save and go back to the Accounts screen.

Changing the User Profile

Select **Change My Profile** to edit your User Profile. The following screen is displayed.

USDA PRMS Natural Resources Conservation Service
Performance and Results Measurement System

Home Data Entry Products **Accounts** Support Write Us Help

www.nrcs.usda.gov

Update Password

User Profile

Login Name: fyork **Time Zone:** Mountain Standard Time

User Name: first Felicia
middle
last York **Title/Suffix:**

Telephone: (970) 282-1111

Email Address: fyork@itc.nrcs.usda.

PRMS Coordinator: Inicol

Registrar: jburghardt

Set Your Options

You have several data entry choices available to you. Select from each category on the form below to specify the standard choices you see when entering data.

Check Program Choices: Select Multiple or Select All ☐

<input type="checkbox"/> American Heritage Rivers Program	<input type="checkbox"/> Colorado River Salinity Control Program
<input type="checkbox"/> Conservation Farm Option Program	<input type="checkbox"/> Conservation Reserve Program
<input type="checkbox"/> Conservation Technical Assistance	<input type="checkbox"/> Emergency Watershed Protection
<input type="checkbox"/> Environmental Quality Incentives Program	<input type="checkbox"/> Farm Bill Compliance (HEL and Swampbuster)
<input type="checkbox"/> Farmland Protection Program	<input type="checkbox"/> Forestry Incentives Program
<input type="checkbox"/> Grazing Lands Conservation Initiative	<input type="checkbox"/> Great Plains Conservation Program
<input type="checkbox"/> Plant Materials	<input type="checkbox"/> Resource Conservation and Development Program
<input type="checkbox"/> Rural Abandoned Mine Program	<input type="checkbox"/> Salmon Recovery Initiative
<input type="checkbox"/> Small Watershed Operations	<input type="checkbox"/> Snow Survey
<input type="checkbox"/> Soil Survey	<input type="checkbox"/> State & Local Cost-share Programs
<input type="checkbox"/> Urban Resources Partnership	<input type="checkbox"/> Water Quality
<input type="checkbox"/> Waterbank Program	<input type="checkbox"/> Watershed Operations
<input type="checkbox"/> Watershed Surveys & Planning	<input type="checkbox"/> Wetlands Reserve Program
<input type="checkbox"/> Wildlife Habitat Improvement Program	

Location

The state(s), counties, congressional districts and HUC's listed below were selected. To add/edit states and associated location information, click **Set Location**.

State(s) Alaska
County(s) Anchorage, AK
HU Code(s) 19010101
Cong. District(s) 00-AK

Set Location

Save

User Profile
Add or edit your user information here (Note: you cannot change your user name once you have been registered)

Program Choices
Enter applicable programs to have commonly used programs appear in data entry screens

Set Location
Select to display screen with states where you can select applicable states to appear in data entry screens

Save
After all options have been entered, select to save

In the User Profile, you can edit your user information, and more importantly, can customize which locations and programs always appear on your data entry screens. Limiting your choices to only the locations and programs you frequently use will help the data entry screens load more quickly, and will keep you from scrolling through a long list of non-

applicable choices. For example, if work is performed in only one state, you can select that state on the User Profile, and it will be the only state displayed in the choice list on the data entry screens.

To begin customizing your user options, select applicable programs under Program Choices to display commonly used programs in your data entry screens. Then, select **Set Location** to display a new screen with state choices. The following screen is displayed.

The screenshot shows the PRMS (Performance and Results Measurement System) interface. The top navigation bar includes links for Home, Data Entry, Products, Accounts, Support, Write Us, and Help. The main heading is 'Location: States'. Below this is a section titled 'Set Location' with a instruction: 'You are required to select at least one state. Select the desired state(s), then click **Submit**.' A list of states and territories is displayed with checkboxes. 'Alaska' is the only state with a checked checkbox. A callout box on the right, titled 'Location: States', contains the text: 'Select one or more states where work is most frequently performed. These state choices will appear in your data entry screens'. An arrow points from this text to the 'Submit' button.

Location: States			
Set Location			
You are required to select at least one state. Select the desired state(s), then click Submit .			
<input type="checkbox"/> Alabama	<input checked="" type="checkbox"/> Alaska	<input type="checkbox"/> Arizona	<input type="checkbox"/> Arkansas
<input type="checkbox"/> California	<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut	<input type="checkbox"/> Delaware
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia	<input type="checkbox"/> Hawaii
<input type="checkbox"/> Idaho	<input type="checkbox"/> Illinois	<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa
<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine
<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota
<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri	<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska
<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> New Jersey	<input type="checkbox"/> New Mexico
<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Ohio
<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas
<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont	<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington
<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming	<input type="checkbox"/> American Samoa
<input type="checkbox"/> Federated States of Micronesia	<input type="checkbox"/> Guam	<input type="checkbox"/> Marshall Islands	<input type="checkbox"/> Northern Mariana Islands
<input type="checkbox"/> Palau	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> U.S. Minor Outlying Islands	<input type="checkbox"/> Virgin Islands of the U.S.
<input type="checkbox"/> Canal Zone	<input type="checkbox"/> Foreign		
Submit			

Location: States
Select one or more states where work is most frequently performed. These state choices will appear in your data entry screens

Select one or more states where work is most frequently performed, and these locations will always appear in your data entry screens.

Select **Submit** to save your state options, and the following screen will allow you to customize which counties, congressional districts, soil and water conservation districts (SWCDs), and hydrologic unit codes (HU codes) will appear in your data entry screens.

USDA PRMS Natural Resources Conservation Service
Performance and Results Measurement System

Home Data Entry Products Accounts Support Write Us Help

www.nrcs.usda.gov

Location

State(s) Selected: Alaska

Counties: Select Multiple or Select All ☐

<input type="checkbox"/> None Selected	<input type="checkbox"/> Aleutians East, AK	<input type="checkbox"/> Aleutians West, AK
<input checked="" type="checkbox"/> Anchorage, AK	<input type="checkbox"/> Bethel, AK	<input type="checkbox"/> Bristol Bay, AK
<input type="checkbox"/> Denali, AK	<input type="checkbox"/> Dillingham, AK	<input type="checkbox"/> Fairbanks North Star, AK
<input type="checkbox"/> Haines, AK	<input type="checkbox"/> Juneau, AK	<input type="checkbox"/> Kenai Peninsula, AK
<input type="checkbox"/> Ketchikan Gateway, AK	<input type="checkbox"/> Kodiak Island, AK	<input type="checkbox"/> Lake and Peninsula, AK
<input type="checkbox"/> Matanuska-Susitna, AK	<input type="checkbox"/> Nome, AK	<input type="checkbox"/> North Slope, AK
<input type="checkbox"/> Northwest Arctic, AK	<input type="checkbox"/> Prince of Wales-Outerketchikan, AK	<input type="checkbox"/> Sitka, AK
<input type="checkbox"/> Skagway-Yakutat-Angoon, AK	<input type="checkbox"/> Southeast Fairbanks, AK	<input type="checkbox"/> Valdez-Cordova, AK
<input type="checkbox"/> Wade Hampton, AK	<input type="checkbox"/> Wrangell-Petersburg, AK	<input type="checkbox"/> Yakutat, AK
<input type="checkbox"/> Yukon-Koyukuk, AK		

Congressional District: Select Multiple or Select All ☐

<input type="checkbox"/> None Selected	<input checked="" type="checkbox"/> 00-AK
--	---

HU Code: Select Multiple or Select All ☐

<input type="checkbox"/> None Selected	<input checked="" type="checkbox"/> 19010101	<input type="checkbox"/> 19010102
<input type="checkbox"/> 19010103	<input type="checkbox"/> 19010201	<input type="checkbox"/> 19010202
<input type="checkbox"/> 19010203	<input type="checkbox"/> 19010204	<input type="checkbox"/> 19010301
<input type="checkbox"/> 19010302	<input type="checkbox"/> 19010303	<input type="checkbox"/> 19010401
<input type="checkbox"/> 19010402	<input type="checkbox"/> 19020101	<input type="checkbox"/> 19020102
<input type="checkbox"/> 19020103	<input type="checkbox"/> 19020104	<input type="checkbox"/> 19020201
<input type="checkbox"/> 19020202	<input type="checkbox"/> 19020301	<input type="checkbox"/> 19020302

Location
Select counties for states already selected, congressional districts, soil and water conservation districts (SWCDs), and hydrologic codes to further streamline data entry screens

Select counties, congressional districts, SWCDs, and HU codes for where work is most frequently performed. The choices here will be updated to reflect the selected states. Select **Submit** at the bottom of this screen (not shown) to accept your options, and you will be taken back to the initial user profile screen. You can continue to edit your choices, or you can select **Save** to update all your user profile options and will be taken back to the Accounts entry screen.

You may modify any of these initial choices in the user profile as needed.

Managing User Accounts

If you are a registrar or a PRMS Coordinator, you can select **Manage Users Account** from the menu bar to register new users or edit existing users registered by you. The following screen is displayed.

USDA-NRCS Performance & Results Measurement System - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Guide Print Security Stop

USDA PRMS Natural Resources Conservation Service
Performance and Results Measurement System

Home Data Entry Products **Accounts** Support Write Us Help

www.nrcs.usda.gov

Accounts

To register a new user, enter a **User Id** for a new user, check the **New Account** box and then click **Submit**.

To edit registration information for an existing user, enter the assigned **User Id** and then click **Submit**. (NOTE: You can only edit registration information for users that you registered. If someone else registered the user, their account information will not be available to you.)

User ID

☒ **New Account**

User Id
Enter a User Id for a new user

New Account
Check this box if user is a new account

To register a new user, enter a User Id for the new user. You will need to check the **New Account** box and select **Submit** to save the user information. You must establish an initial profile for each user that you authorize, and each user must have a separate account. Users have the ability to edit this profile as needed when they access **Change My Profile**.

Once you have submitted a new user, the following screen is displayed.

The screenshot shows the 'New User Account' form in the PRMS system. The form includes fields for Login Name, User Name (first, middle, last), Telephone, Email Address, Time Zone, Title/Suffix, and checkboxes for 'Check here to give this user permission to register new users' and 'Check here to deactivate this user account'. The Security Level is set to 'General'.

User Permission
Only the PRMS Coordinator can access this option, which will give the user registrar privileges

Security Level
This option determines whether users have access to secured reports

The user permission option can only be viewed and checked by a PRMS Coordinator, and will give the user registrar status, allowing them to register new users.

Registrars and PRMS Coordinators both have access to the Security level option. General and Leadership are options that determine what access a user will have for manager restricted reports. PRMS Coordinators can also request other coordinators for their state by calling the NRCS Hotline at 1-888-311-1444.

You can edit user accounts only if you are listed as the user's registrar or are a PRMS coordinator. By default, you are the registrar or Coordinator for any user you add. To edit an existing user, do not check the new account box. Enter the User Id and select **Submit**. The following Account Summary screen is displayed.

Account Summary

Login Name: Time Zone:
 User Name: Title/Suffix:
 first: middle: last:
 Telephone:
 Email Address:
☐ Check here to give this user permission to register new users: ☒
 Security Level: ☐ General ☒ Leadership
☒ Check here to deactivate this user account:
 PRMS Coordinator:
 Registrar:

Set Your Options

You have several data entry choices available to you. Select from each category on the form below to specify the standard choices you see when entering data.

Check Program Choices: ☐ Select Multiple or ☐ Select All

<input type="checkbox"/> General CTA	<input checked="" type="checkbox"/> Grazing Land Conservation Initiative
<input type="checkbox"/> Services to Watershed Program	<input checked="" type="checkbox"/> Small Farmer Outreach, Training and TA Program
<input checked="" type="checkbox"/> National Resource Inventories	<input type="checkbox"/> Support for State & Local Cost-Share Programs
<input checked="" type="checkbox"/> Services to the authorized USDA Programs (DPC/NAAMP/CTSC)	<input type="checkbox"/> Conservation Farm Option Program
<input type="checkbox"/> Conservation Reserve Program	<input type="checkbox"/> Environmental Quality Incentives Program
<input type="checkbox"/> Farmland Protection Program	<input type="checkbox"/> Forestry Incentives Program
<input type="checkbox"/> Urban Resources Partnership	<input type="checkbox"/> Wetlands Reserve Program
<input type="checkbox"/> Wildlife Habitat Improvement Program	<input type="checkbox"/> Soil Survey Project Activities
<input checked="" type="checkbox"/> Water Quality Demonstration/RU Project Activities	<input type="checkbox"/> Snow Survey Data Collection
<input type="checkbox"/> Plant Materials Program Activities/Projects	<input checked="" type="checkbox"/> Watershed Surveys & Planning
<input checked="" type="checkbox"/> Watershed Operations & Dam Rehabilitation (FL-534)	<input type="checkbox"/> Small Watershed Operations & Dam Rehabilitation (FL-566)
<input type="checkbox"/> Emergency Watershed Protection Implementation	<input checked="" type="checkbox"/> Resource Conservation and Development Program

Location

The state(s), counties, congressional districts and HUC's listed below were selected. To add/edit states and associated location information, click **Set Location**.

State(s)	County	HUC Code	Cong. District
Colorado	Larimer, CO	10283040	01-CO
Nebraska	McPherson, NE	70003020	01-NE
	Siouxs, NE	20000020	

Account Summary
You can add new user information or edit an existing user

Security Level
This option determines whether users have access to secured reports

User Permission
Only the PRMS Coordinator can access this option, which will give the user registrar privileges

Edit the User Options
You can edit the user options as before in the user profile by selecting other programs and locations

Save
Select to save user information

The Account Summary screen will display a summary of the current user options. You can edit the user options as before in the user profile, or you can deactivate the user by selecting the **deactivate user account** box. Deactivating a person does not mean the user history has been deleted. The system must keep this information to track users who have entered data.

After editing or deactivating the user, select **Save** to accept any changes and you will be taken back to the Accounts screen. The user is now ready to begin entering data or accessing secured reports.

You are ready for logging into PRMS



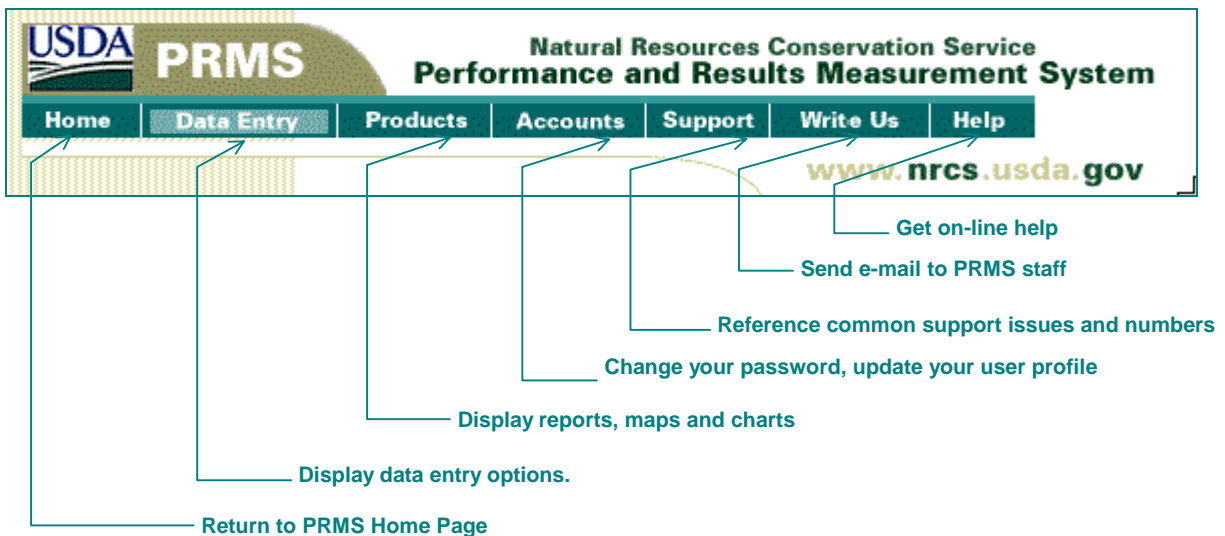


LOGGING INTO PRMS

Select **Login** on the PRMS Home Page. The following screen is displayed.

Type in the login and password that was e-mailed to you and select **Go**. A screen will appear prompting you to change your password. First time users must now update their password.

The menu below is an example of some of the functions available to you with a valid login and password. Again, some options will only be available to registrars or PRMS Coordinators.



You are ready to begin entering performance data





ENTERING DATA

Select the **Data Entry** tab. The following screen is displayed.

USDA PRMS Natural Resources Conservation Service
Performance and Results Measurement System

[Data Entry](#) [Products](#) [Accounts](#) [Support](#) [Write Us](#) [Help](#)

www.nrcs.usda.gov

Enter Data

Welcome. Your login indicates that you are a field office user and are authorized to complete, review, or edit performance records for each section provided in the left menu column. To use the system,

1. Select an option from the left column.
2. Enter data on the form that appears.
3. If desired, selected another data entry option.
4. Review Records in Outbox.
5. Submit or Close Records in Outbox.
6. Review Records in Inbox.
7. Submit or Close Records in Inbox.

Performance Measures
Select a performance measure to begin entering performance data

Customer Assisted
Conservation Systems
Inventory & Evaluations
Success Stories
Key Conservation Treatments:
Erosion Control
Nutrient Management
Tillage & Residue Management
Waste Management
Pest Management
Conservation Buffers
Irrigation Management
Prescribed Grazing
Wetlands Created/Restored
Salinity/Alkalinity Control
Tree & Shrub Practices
Wildlife Habitat Management
Outbox
Inbox
View Prior Entries

The data entry screen will indicate your security level. This will determine which performance measure topics are displayed in the menu bar for you to complete, edit or review.

The data entry forms for each performance measure listed are located in the menu bar. The five field level performance measures are:

1. Customer Assisted
2. Conservation Systems
3. Inventory and Evaluations
4. Success Stories
5. Key Conservation Treatments

A different list of performance measures will appear if you are registered as a State or National level user. For example, select **Erosion Control** and the following screen is displayed.

The screenshot shows the PRMS (Performance and Results Measurement System) interface for Erosion Control. The interface includes a navigation menu on the left, a top header with the USDA logo and PRMS title, and a main content area with various input fields. Numbered callouts (1-7) point to specific features:

- 1** Points to the **Record Reference (optional)** text box and the **Assistance Date** dropdown menu (showing 1998-10-21).
- 2** Points to the **Select Customer Type** dropdown menu (showing --Select One--).
- 3** Points to the **Select Land Use** section, which includes radio buttons for Cultivated Cropland (including CRP land), Forest Land, Grazed Land, Non-cultivated Cropland/Hayland, Other Land, and Urban and Built Up Land.
- 4** Points to the **Enter Erosion Control Systems** section, which includes a table for Performance Measure, Amount, and Unit of Measure, and a checkbox for HEL (Yes/No).
- 5** Points to the **Select Programs (One or more)** dropdown menu (showing --More Options--).
- 6** Points to the **Identify Location** section, which includes fields for State (Alaska/Utah), County (Anchorage, AK), HU Code (19010101), and Cong. District (00-AK).
- 7** Points to the **Save to Outbox** button.

The left navigation menu includes sections for Customer Assisted, Conservation Systems, Inventory & Evaluations, Success Stories, Key Conservation Treatments (Erosion Control, Nutrient Management, Tillage & Residue Management, Waste Management, Pest Management, Conservation Buffers, Irrigation Management, Prescribed Grazing, Wetlands Created/Restored, Salinity/Alkalinity Control, Tree & Shrub Practices, Wildlife Habitat Management), Outbox, Inbox, and View Prior Entries.

The data entry screens display the customized program and location information that has been entered in your user profile. For more programs or locations, use the **More** scrollbar for other options, or go to your user profile to select other options that always appear as default choices.

The data entry screens are similar for each performance measurement. The following describes common sections of the data entry screen.

1 *What is the Record Reference and Assistance Date?*

The screenshot shows two input fields. The first is labeled "Record Reference (optional)" and is an empty text box. The second is labeled "Assistance Date" and contains the date "1998/08/03".

Record Reference: You can choose to enter a name or comment in this field to help reference your record. This record reference appears in the Inbox and Outbox to help you remember what has been entered.

Assistance Date: This field defaults to the current date when entering a record. If you wish to record a different date you may enter it here.

2 *Who is the customer?*

The screenshot shows a form titled "Enter Customer Information". It has a section "Select Customer Type" with a drop-down menu showing "Agricultural land owner/operator". Below this is a section "Enter Customer Status" with a table of checkboxes for Race, Gender & Ethnicity.

Race, Gender & Ethnicity	Male Non-Hispanic	Female Non-Hispanic	Male Hispanic	Female Hispanic
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaskan Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customer Type: A required field that identifies the customer type, such as agricultural land owner/operators, units of government, Congress, tribal governments, etc. Select from drop-down list. You may only select 1 customer type for each performance record.

Enter Customer Status: These are required boxes to be checked that will identify the racial origin, gender and ethnicity of a person.

3 *What Land Use is associated with the performance measure?*

Select Land Use	
<input type="radio"/> Cultivated Cropland (including CRP land)	<input type="radio"/> Forest Land
<input type="radio"/> Grazed Land	<input type="radio"/> Non-cultivated Cropland/Hayland
<input type="radio"/> Other Land	<input type="radio"/> Urban and Built Up Land

Not all performance measures ask for you to record a land use. However, when they are, you are required to select only one land use.

4 *What are the specific performance measures?*

Enter Erosion Control Systems		
Performance Measure	Amount	Unit of Measure
Erosion Control Applied	<input type="text"/>	Acres
T Value for Acres Treated	<input type="text"/>	n/a
Soil Loss Before Practice/System Application	<input type="text"/>	T/A/Y
Soil Loss After Practice/System Application	<input type="text"/>	T/A/Y
HEL <input checked="" type="radio"/> Yes <input type="radio"/> No (complete if land use is cultivated cropland)		

This data entry area varies for each performance measure depending on the information being collected. The data entry fields unique to a performance measure are accented with a shaded box in a different color.

5 *What programs are being used to implement the conservation activity?*

Select Programs (One or more)
More <input type="text" value="--More Options--"/>

Indicate which program(s) is/are being used. The programs selected in your user profile will be displayed, while other program options are available in the **More** scroll-field.

6 *Where are you implementing the conservation activity?*

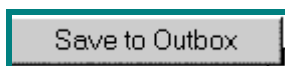
Identify Location	
State	<input type="radio"/> Alaska <input type="radio"/> Utah
County	<input type="radio"/> Anchorage, AK
HU Code	<input type="radio"/> 19010101
Cong. District	<input type="radio"/> 00-AK

Indicate the state, county, congressional district, and 8-digit hydrologic units where the conservation activity is being implemented. If more than one location is applicable, select the location where the majority of the activity occurred. Only the locations that you selected in your user profile will be displayed. You must change your user profile to display other location options.

7 *What action will be performed with entered data?*

Select **Save to Outbox** and the Outbox: Current Session screen is displayed.

Note: You must save your changes before choosing another performance measure or your current record could be lost.



After saving to your outbox, you may edit the record from the outbox, or if all data has been entered the next step is transmitting your data.

You are ready for transmitting your records





TRANSMITTING YOUR RECORDS

Once you have saved your data entry, the Outbox screen is displayed.

The screenshot shows the PRMS (Performance and Results Measurement System) interface. The top navigation bar includes links for Home, Data Entry, Products, Accounts, Support, Write Us, and Help. The URL www.nrcs.usda.gov is displayed. The main heading is 'Outbox: Current Session'. Below this, a message states: 'The following records are waiting for transmittal. Click **Submit List** to clear the Outbox by sending all the records to the system for processing. Edit a record by clicking on the record. This removes the record from the Outbox and displays the data entry screen for the record.'

Record Number	Service Date	Performance Measure	Customer Reference	Customer Type
1	1998-10-21	Erosion Control Systems	EMPTY	Agricultural group

Below the table is a 'Submit List' button. On the left sidebar, under 'Key Conservation Treatments', there is a list of options including Erosion Control, Nutrient Management, Tillage & Residue Management, Waste Management, Pest Management, Conservation Buffers, Irrigation Management, Prescribed Grazing, Wetlands Created/Restored, Salinity/Alkalinity Control, Tree & Shrub Practices, and Wildlife Habitat Management. At the bottom of the sidebar are 'Outbox', 'Inbox', and 'View Prior Entries' buttons.

Editing a Record
To edit a record, click on the performance measure to display the data entry screen

Submit List
Select to transmit records

Outbox
Select to view records ready for transmittal in the Outbox screen

Inbox
Select to view the Inbox screen to edit abandoned or rejected records

View Prior Entries
Select to view prior entries within the date range that they were entered

The Outbox screen displays a list of records ready to be transmitted to PRMS. All transmitted data are sent to a Data Warehouse for collection and business rule validation.

Edit or delete your records by clicking on the performance measure record, and the data entry screen for that record is displayed. You may now modify the data and Save to Outbox, or choose to delete the record. **Note: Deleted records cannot be recovered.**

If your records are ready for transmittal, transmit your records for processing by selecting **Submit List**. This will clear your Outbox and the following message screen is displayed.

Your request has been sent, and the following is your own record. If you want to enter more data, please [relogin](#)

PaRMSMessage **MessageID** = sha:p4aX6yIkIhgjffLdP6QAbvjgar8=
UserID - fyork
MessageTime - 1998-10-20 12:42:59:802 MDT
PMPerformance **PerformanceName** = Key Conservation Practices , **RecordNumber** = 1
PerformanceSubCatName - Erosion Control Systems
ElementName - HEL **Unit** = Y/N, **Value** = Y
ServiceDate - 1998-10-20
CustomerType - Agricultural group
CountyCode - 02020
ProgramName - Farm Bill Compliance (HEL and Swampbuster)
LandUseName - Grazed Land

relogin
 Select to be taken back to the login screen where you can re-enter your login and password

This screen displays the records that were just transmitted to PRMS for processing and validation against business rules. To enter more data or access other information from PRMS, click on **relogin** and you will be taken back to the login screen where you can enter your login and password again.

You are ready to correct rejected or abandoned records





CORRECTING REJECTED OR ABANDONED RECORDS

The Inbox screen displays records that have been either rejected or abandoned in a previous session.

USDA PRMS Natural Resources Conservation Service
Performance and Results Measurement System

Home Data Entry Products Accounts Support Write Us Help www.nrcs.usda.gov

Inbox: Current Session

The following records have been rejected or abandoned in a previous session. Edit a record by clicking on the record. This removes the record from the Inbox and displays the data entry screen for the record.

Record Type	Entry Date	Performance Measure	Customer Reference	Customer Type
Rejected	7/23/98	CMS/RMS	XXXXXXXX	Agricultural land owner/operator
Abandoned	7/02/98	Erosion Control	XXXXXXXX	Agricultural group
Jane's Record	8/12/98	Wetlands Created/Restored		

Key Conservation Treatments:

- Erosion Control Systems
- Nutrient Management Systems
- Tillage & Residue Management Systems
- Waste Mgt. Systems
- Pest Mgt. Systems
- Conservation Buffers
- Irrigation Management Systems
- Prescribed Grazing
- Wetlands Created/Restored
- Salinity/Alkalinity Control
- Tree & Shrub Practices
- Wildlife Habitat Management

Outbox
Inbox

Record Type
Select a record to display the pertaining data entry screen where you can edit or delete the record

To edit records, click on a record in the column **Record Type**. This removes the record from the Inbox and displays the data entry screen for that record. Details on why the record has been rejected will be listed at the top in a different color. Enter the correct information and select **Save to Outbox** to re-transmit your record back to the Outbox, or you can select **Delete Inbox Record** to remove the record entirely.

Note: Deleted records cannot be recovered.

Obtaining Products





OBTAINING PRODUCTS

Currently, you may select the **Products** tab from any screen in PRMS to obtain a list of the current maps, charts and reports for each Performance Measure.

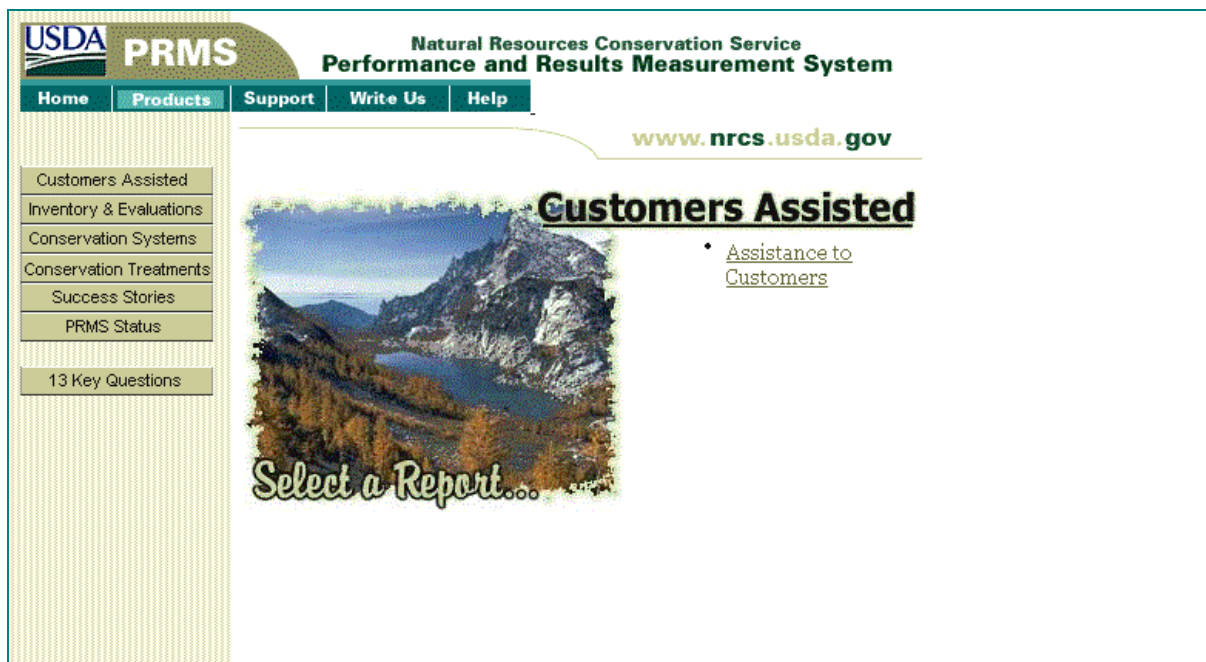
Products
Select a performance measure product to view the Report Options screen for a display of options that will allow you to customize you report

Key Questions
Select to view a list of 13 questions that correlate to each performance measure product

The Natural Resources Conservation Service (NRCS), an agency of the US Department of Agriculture, provides technical assistance, information, and advice to citizens in their efforts to conserve soil, water, plant, animal, and air resources on private lands. Employees of NRCS, cooperating agencies and groups, the conservation partnerships, and local partners deliver services to customers through 2500 county offices (USDA Service Centers). NRCS managers and strategic planners ask thirteen key questions to determine how effective the agency and conservation partnerships are in accomplishing their mission.

Products are organized by specific performance measures, and by how they relate to 13 Key Questions.

To obtain a report, you may either select a **Performance Measure** product from the menu bar, or click on the **Key Questions** button to view products that correlate to 13 key questions. After selecting a product from either entry point, an intermediate screen is displayed where you can select the performance measure product.



Select the hyperlink performance measure product and the Customize and Generate a Report screen is displayed that allows you to customize any map, report, or chart being generated.

The Report Option screen allows you to populate the product data on either a National or State level by using the drop-down **Select the Area** menu and selecting any of the states or **Entire Nation**.

You can also use the **Select the Period** drop-down menu to select a reporting period. Currently, the period defaults to the fiscal year-to-date until more data is collected.

The screenshot shows the PRMS (Performance and Results Measurement System) interface. The header includes the USDA logo, the title 'PRMS Natural Resources Conservation Service Performance and Results Measurement System', and navigation links: Home, Products, Support, Write Us, Help. The URL 'www.nrcs.usda.gov' is also present.

The main heading is 'Customize and Generate a Report'. Below it, there's a section titled 'Assistance to Customers' with 'Instructions:' and 'Report Options:'.

Instructions: Customize this report by selecting the area and period from the choices below. Click **Generate Report** to generate the report with the selected options.


Report Options:

- Select the area:** A drop-down menu currently showing 'Entire Nation'. A callout box explains: 'Select the area Use the drop-down menu to select either a state or National view. This will determine how the data will be populated in your product'.
- Select the period:** A drop-down menu currently showing 'Fiscal Year-to-Date'. A callout box explains: 'Select the Period Use the pull-down menu to view reporting period selections. Currently it will default to the Fiscal Year-to-Date'.
- Generate Report ->** A button to generate the report. A callout box explains: 'Generate Report After choosing your options, select to view the finished product'.

On the left sidebar, under 'Viewing Options:', there is a link for 'Detailed Version'.

You can click on the underlined text under **Viewing Options** to alter the screen to a condensed version as shown, or can select the detailed version which will expand **the Select the area** drop-down field with all the states listed. The results are the same regardless of which viewing option you select.

The following is the detailed version.


PRMS

Natural Resources Conservation Service
 Performance and Results Measurement System

[Home](#)
[Products](#)
[Support](#)
[Write Us](#)
[Help](#)

www.nrcs.usda.gov

Customize and Generate a Report

Assistance to Customers

Instructions:

Follow the numerical steps below to customize the area and period for this report. Click **Generate Report** to generate the report with the selected options.

Report Options:

1. Select the area:

<input checked="" type="radio"/> <i>Entire Nation</i>	<input type="radio"/> Iowa	<input type="radio"/> New Mexico	<input type="radio"/> Washington
<input type="radio"/> Alabama	<input type="radio"/> Kansas	<input type="radio"/> New York	<input type="radio"/> West Virginia
<input type="radio"/> Alaska	<input type="radio"/> Kentucky	<input type="radio"/> North Carolina	<input type="radio"/> Wisconsin
<input type="radio"/> Arizona	<input type="radio"/> Louisiana	<input type="radio"/> North Dakota	<input type="radio"/> Wyoming
<input type="radio"/> Arkansas	<input type="radio"/> Maine	<input type="radio"/> Ohio	<input type="radio"/> American Samoa
<input type="radio"/> California	<input type="radio"/> Maryland	<input type="radio"/> Oklahoma	<input type="radio"/> Federated States of Micronesia
<input type="radio"/> Colorado	<input type="radio"/> Massachusetts	<input type="radio"/> Oregon	<input type="radio"/> Guam
<input type="radio"/> Connecticut	<input type="radio"/> Michigan	<input type="radio"/> Pennsylvania	<input type="radio"/> Marshall Islands
<input type="radio"/> Delaware	<input type="radio"/> Minnesota	<input type="radio"/> Rhode Island	<input type="radio"/> Northern Mariana Islands
<input type="radio"/> District of Columbia	<input type="radio"/> Mississippi	<input type="radio"/> South Carolina	<input type="radio"/> Palau
<input type="radio"/> Florida	<input type="radio"/> Missouri	<input type="radio"/> South Dakota	<input type="radio"/> Puerto Rico
<input type="radio"/> Georgia	<input type="radio"/> Montana	<input type="radio"/> Tennessee	<input type="radio"/> U.S. Minor Outlying Islands
<input type="radio"/> Hawaii	<input type="radio"/> Nebraska	<input type="radio"/> Texas	<input type="radio"/> Virgin Islands of the U.S.
<input type="radio"/> Idaho	<input type="radio"/> Nevada	<input type="radio"/> Utah	<input type="radio"/> Canal Zone
<input type="radio"/> Illinois	<input type="radio"/> New Hampshire	<input type="radio"/> Vermont	<input type="radio"/> Foreign
<input type="radio"/> Indiana	<input type="radio"/> New Jersey	<input type="radio"/> Virginia	

2. Select the reporting period:

Fiscal Year-to-Date (Oct. 1, 1998 through Oct. 16, 1998) ▼

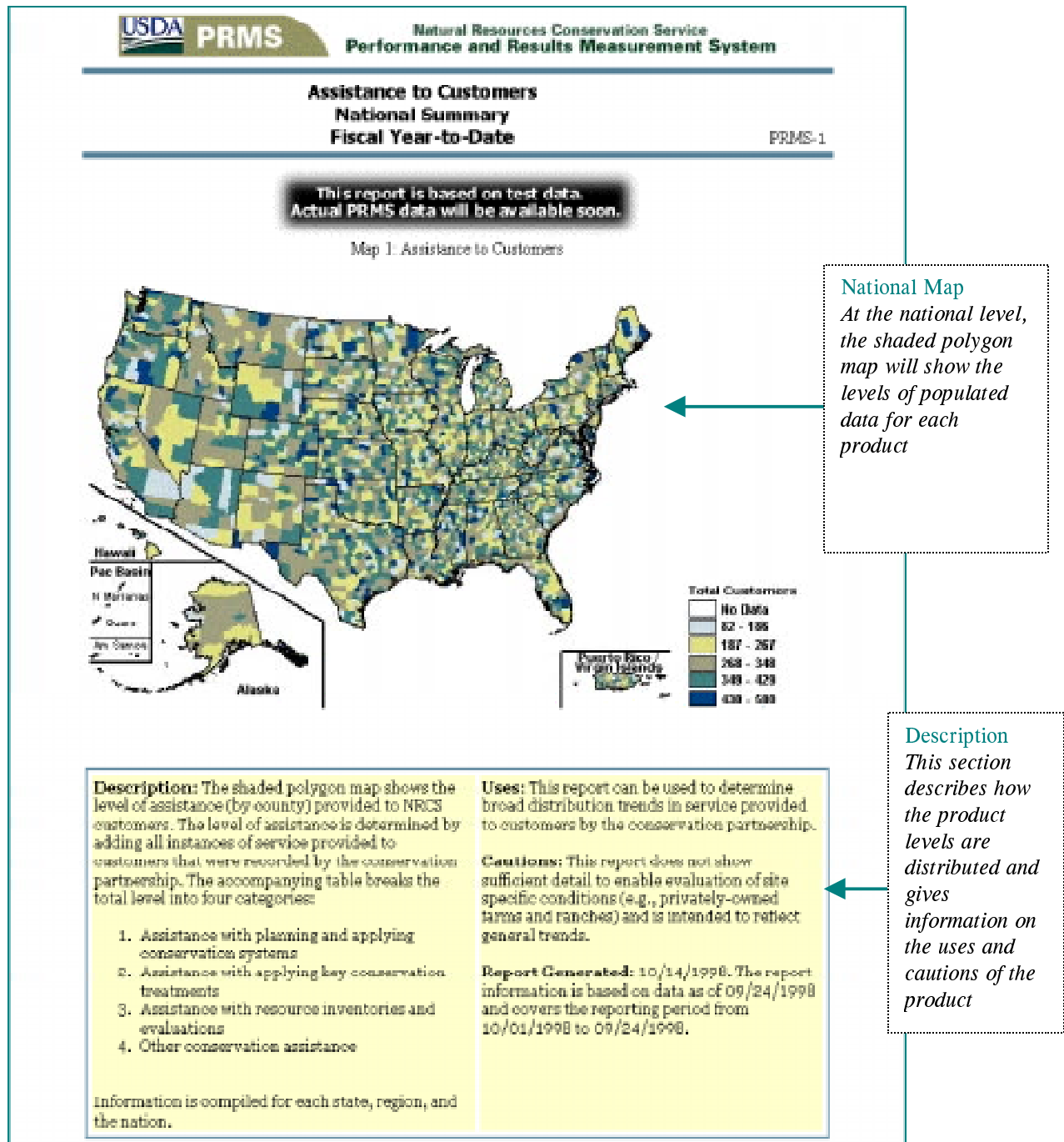
3. Click the following button to generate this report.

Generate Report →

After selecting your options, select **Generate Report** to view the final product.

The following is an example of the first half of the **Assistance to Customers National Summary** report. The shaded polygon map shows the number of customers assisted (by county) by the conservation partnership.

[The level of assistance is determined by adding all instances of service provided to customers that were recorded by the conservation partnership.]



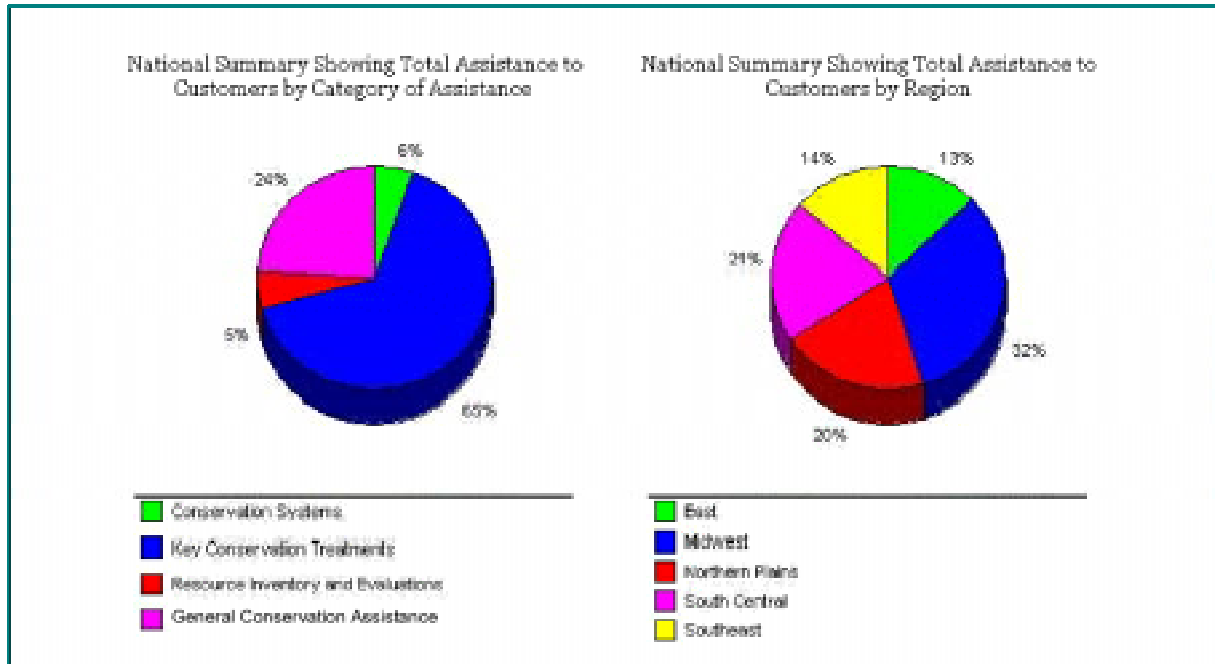
The second part of the **Assistance to Customer National Summary** report shows how the product breaks the total levels of assistance into four categories:

- 1.Assistance with planning and applying conservation systems
- 2.Assistance with applying key conservation treatments
- 3.Assistance with resource inventories and evaluations
- 4.General customer assistance

AREA	CATEGORIES OF ASSISTANCE				TOTAL
	Conservation Systems	Key Conservation Treatments	Resource Inventory and Evaluations	Other Conservation Assistance	Assistance to Customers
National	11	29	16	641	697
Regions:					
East	0	2	0	12	14
Midwest	5	3	13	491	512
Northplains	2	14	2	90	108
Southcentral	4	10	1	30	45
Southeast	0	0	0	9	9
West	0	0	0	9	9
States:					
Alabama	0	0	0	4	4
Alaska	0	0	0	0	0
American Samoa	0	0	0	0	0
Arizona	0	0	0	0	0
Arkansas	3	6	0	20	29
California	0	0	0	0	0
Colorado	2	14	2	50	68
Connecticut	0	0	0	0	0
Delaware	0	0	0	0	0
District of Columbia	0	0	0	0	0
Florida	0	0	0	0	0

Note: This table is only a sample of how an actual table will appear. Some of the category titles and figures will be different in an actual report.

The third part of the report displays the data in full-color charts.



You can choose to view the finished product online and print it out to a full-color or black and white printer.

Conclusion



You now have the skills and information you need to effectively enter and edit data, change your user profile, generate product reports, and access other PRMS functions. If other complex needs arise or you need further clarification, please contact your registrar or PRMS Coordinator. You can also call the NRCS Hotline at **1-888-311-1444**.